

CITY OF FRISCO PERSONNEL POLICIES
SECTION 2
RECRUITMENT AND EMPLOYMENT

Section 2.2 AMERICANS WITH DISABILITIES ACT

Date: 12/7/04

Approved By: Genq. Purfoy

Revision Date:

2.2.1 STATEMENT OF PURPOSE:

It is the policy of the City of Frisco to afford equal employment opportunity to all individuals regardless of race, color, religion, sex, age, national origin, or disability status.

This policy outlines the City's overall policy with regard to the Americans with Disabilities Act of 1990 (ADA) with particular emphasis on Title I of the Act.

2.2.2 ELIGIBILITY:

This policy applies to all job applicants and employees of the City of Frisco who fall within the protected class definition of the ADA, as a "qualified individual with a disability," for the position they currently hold or are seeking to fill.

2.2.3 PROCEDURES:

- A. Equal Employment Opportunity**- All of the equal employment opportunity principles outlined in the EQUAL EMPLOYMENT OPPORTUNITY Policy will be considered part of, and will guide, the intentions of this policy.
- B. Applicants**- The City will make every reasonable effort to insure that facilities and hiring procedures are accessible to all persons who wish to make application to the City for employment. The City desires that all accommodation requests by applicants be made in writing outlining (1) the position being applied for; (2) the accommodation being requested; and (3) the suggested accommodation alternatives and tools necessary to complete the application process. All accommodation requests made by applicants, who are otherwise qualified individuals, will be referred to the Director of Human Resources for consideration. Reasonable accommodations will be provided as long as they do not place an undue hardship on the City.
- C. Current Employees**- The City will make every reasonable effort to insure that facilities are accessible to all employees who are disabled. If a disabled employee needs an accommodation, the employee or his designee should provide the City with a written request outlining (1) the position currently held; (2) the accommodation being requested; and (3) suggested accommodations that will provide the employee with all of the necessary tools to successfully complete the job. All accommodation requests made by employees, who are otherwise qualified individuals, will be referred to the Director of Human Resources for consideration.

- D. Response to Requests for Accommodation-** All requests for accommodations will be answered within a reasonable amount of time of the request being made. The initial response to the request may not contain the final solution to the request but may require additional information be provided to the City in order to make a final determination. Should a request for accommodation be denied, the requesting party may appeal the decision, in writing, to the City Manager within five (5) business days of receiving the notification.
- E. Medical Verification-** When a disability is claimed by an individual (applicant or employee), medical evidence of the claimed disability may be required. This medical evidence, if required, must be provided to the Director of Human Resources prior to any accommodation request being processed. All information provided as a result of this requirement will be kept strictly confidential, to the extent permitted by law, and all records will be maintained in a separate medical file from the personnel file.
- F. No Segregation-** Applicants or employees will not be segregated from the rest of the workforce based solely on their disability.